BASE MAPPING AND GEOMATICS OPERATIONAL RECORDS CLASSIFICATION SYSTEM

BRITISH COLUMBIA

GOVERNMENT RECORDS SERVICE

ORCS REGISTER OF FORMAL AND ADMINISTRATIVE AMENDMENTS

This register lists all changes made to the *Base Mapping and Geomatics ORCS* and approved by either the Legislature (formal amendments) or the Public Documents Committee (PDC) Secretary (administrative amendments). Each amendment is uniquely identified as follows:

- **Formal amendments**: Schedule application number assigned to the amendment and used during the review and approval process conducted by the relevant ministry/agency, Records Management Operations (RMO), PDC, the Public Accounts Committee, and the Legislature; e.g., 123456.

- **Administrative amendments**: ADAM plus a registration number issued by Records Management Operations (RMO); e.g., <u>AD</u>ministrative <u>AM</u>endment number <u>thirty-eight</u> is ADAM 38.

For administrative amendments policy and guidelines, see Recorded Information Management (RIM) policy entitled "Administrative Amendment of Approved Records Schedules" (CORP006) and *Standard ORCS Kit* chapter 3, section 3.3.

For more information about the changes listed here, see the relevant section, primary, and/or secondary; the *ORCS* may also have an appendix that provides a more detailed summary of changes.

Unique identifier (ADAM # or Schedule #)	Date Approved	Section/ Primary/ Secondary	Changes
169595	2012/05/31	Primary 20500	This amendment changes the final disposition of secondary 20500-09 Aerial photographs – contact prints from destruction to transfer to the University of British Columbia Library or a similar institution. Changes to scope notes to reflect current procedures and changes to SO statements to reflect current terminology are also reflected in the amendment. See the concordance table for full details.

BASE MAPPING AND GEOMATICS OPERATIONAL RECORDS CLASSIFICATION SYSTEM

**Province of
British Columbia**

**Information Access
Operations**

Shared ServicesBC

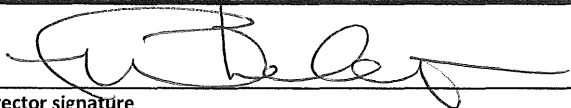| RECORDS RETENTION AND DISPOSITION AUTHORITY |
|---|
| This is a recommendation to amend a records schedule |
| **Title:** Base Mapping and Geomatics Operational Records Classification System – amendment 1 |
| Ministry of Forests, Lands and Natural Resource Operations
Integrated Resource Operations Division
GeoBC
Base Mapping and Cadastre |

Description and Purpose:

The purpose of this amendment to the *Base Mapping and Geomatics ORCS* is to change the final disposition of secondary 20500-09 aerial photographs – contact prints, from destruction to transfer to the University of British Columbia Library or a similar institution. This amendment also makes changes to scope notes to reflect current procedures and changes to SO statements to reflect current terminology.

For further information about these records, please refer to the attached schedule.

Start Date: 1898

Recommended retention and disposition: scheduled in accord with attached records schedule.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

Records Officer signature

Print Name: JEFF BARBER

Date: 2011/09/15

Executive Director signature

Print Name: Francesca Wheler

Date: 2011 09 16

Assistant Deputy Minister

Print Name: Gary M. Townsend

Date: 2011/09/23

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

Chair, PDC signature

Print Name: MITCHELL GARY

Date: 27 Oct 2011

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

APR 24 2012

Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

MAY 31 2012

Date

RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods.

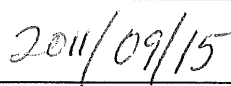These records are created and received under the authority of the *Land Act* (RSBC 1996, c. 245, s. 5 and 6) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

The retention and final disposition guidelines specified in the attached Operational Records Classification System meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

N/A	
Records Analyst signature	**Date**
Print Name:	
Sarah Shea	*2011/09/15*
Team Lead, ORCS Development signature (optional)	**Date**
Print Name: *Sarah Shea*	

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the ORCS, as well as in the Executive Summary.
Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

[signature]	*2011/09/15*
Archivist signature	**Date**
Print Name: *JOHN STEWART*	
The undersigned endorses the appraisal recommendations:	*2011/09/15*
[signature]	
Manager, Policy, Appraisal and Storage signature	**Date**
Records Management Operations, Information Access Operations	
Print Name: *Glen Isaac*	

A   SA   FD

BASE MAPPING AND GEOMATICS ORCS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY FOR AMENDMENT 1

This *Operational Records Classification System (ORCS)* amendment updates the classification system and retention and disposition schedule for the operational records created by the GeoBC and Cadastre Branch of the Ministry of Forests, Lands and Natural Resource Operations, under the authority of the *Land Act* (RSBC 1996, c. 245, s. 5 and 6).

This amendment changes the final disposition of secondary 20500-09 Aerial photographs – contact prints from destruction to transfer to the University of British Columbia Library or a similar institution. Changes to scope notes to reflect current procedures and changes to SO statements to reflect current terminology are also reflected in the amendment.

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Records Management Operations has reviewed the final dispositions to ensure that records having enduring evidential and historical values are preserved.

For a detailed description of all amendments, please consult Appendix A: Summary of Changes to the *Base Mapping and Geomatics ORCS* (concordance table).

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FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
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BRITISH
COLUMBIA

RECORDS RETENTION AND DISPOSITION AUTHORITY

Schedule No. 1 8 6 9 9 9

Accession No. see 'How to Use *ORCS*'
part 3.9.1

This is a recommendation to authorize an operational records classification and scheduling system.

Title: *Base Mapping and Geomatics Operational Records Classification System*

Ministry of Agriculture and Lands
Integrated Land Management Bureau
Corporate Resource Information Management and Species at Risk Coordination
Base Mapping and Geomatic Services Branch

Description and Purpose:

The *Base Mapping and Geomatics Operational Records Classification System* (*ORCS*) covers all operational records created, received, and maintained by all offices or the Base Mapping and Geomatics Services Branch.

These records document the creation and maintenance of the Provincial Baseline Atlas and development of policies, data collection and quality standards including: aerial photography, base mapping, geo-spatial references, geographical names and geomatics programs.

For further descriptive information about these records, please refer to the attached executive summary.

Date range: 1898 ongoing	**Physical format of records: see attached schedule**
Annual accumulation: 1.0 cubic meters	

Recommended retention and disposition: scheduled in accord with attached *ORCS*.

THE UNDERSIGNED ENDORSE THE RECOMMENDATIONS:

_____ 2008/01/30
Records Officer   Date

_____ FEB 19, 2008
Executive Director/ADM   Date

_____
Deputy Minister/Corporate Executive   Date

THE PUBLIC DOCUMENTS COMMITTEE CONCURS:

_____ 16 Apr 2008
Chair, PDC   Date

THE SELECT STANDING COMMITTEE ON PUBLIC ACCOUNTS APPROVES THE RECOMMENDATION OF THE PUBLIC DOCUMENTS COMMITTEE:

May 27, 2008
_____
Date

APPROVED BY RESOLUTION OF THE LEGISLATIVE ASSEMBLY:

May 28, 2008
_____
Date

OTHER STATUTORY APPROVALS:

_____   _____
Signature   Date   Signature   Date
Title: Title:

Schedule No. 186999

CONTACT: Elaine Ellison, Manager, Program Planning and Research 250-387-9331

RECORDS MANAGEMENT APPRAISAL:

This appraisal documents the recommendation for active and semi-active retention periods.

These records are created and received under the authority of the *Land Act* (RSBC 1996, c. 245, s. 5 and 6) and subsequent legislation governing the operational responsibilities and functions of the creating agency.

Functional duplicates and microfilmed records are indicated under appropriate classification headings.

The retention and final disposition guidelines specified in the attached *Operational Records Classification System* meet the creating agency's information requirements, ensure fiscal and audit control, protect government's legal rights and liabilities, and provide for effective management of the agency's operational functions. Upon expiry of the active and semi-active retention periods, the records covered by this recommendation will no longer be of any primary value to government.

The retention and final disposition guidelines have been established in consultation with the Records Officer and staff and managers of all branches conducting operational functions in the creating agency.

_____ Records Analyst   2007/04/11 Date

ARCHIVAL APPRAISAL:

This appraisal documents the recommendation for final disposition.

The final disposition recommendations protect records considered to have significant evidential and historical values. The specific reasons for retaining certain records are stated within the *ORCS*, as well as in the Executive Summary.

Record series or groups of records which will be retained in their entirety are indicated by "Full Retention."

Record series or groups of records which will be retained in part are indicated by "Selective Retention." Selective retention means that portions of the record series will be retained by means of recognized archival selection criteria. For the meaning of selective retention with respect to a specific record series, see the attached schedule.

The definitions of both selective and full retention provide that records will be preserved in the government archives, and that unnecessary duplicates, transitory materials, and ephemera may be discarded.

_____ Archivist   2007/04/11 Date

The undersigned endorses the appraisal recommendations:

_____ Director, Corporate Information Management Branch   2007-04-11 Date

ARS 008 orcs.dot Rev. 2004/01/06   ARCH ORCS: 12830-03 ARCS: 430-02

A   SA   FD

BASE MAPPING AND GEOMATICS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (ORCS)

EXECUTIVE SUMMARY

This *Operational Records Classification System (ORCS)* establishes a classification system and retention and disposition schedule for the operational records created by the Base Mapping and Geomatics Services Branch of the Ministry of Agriculture and Lands, under the authority of the *Land Act* (RSBC 1996, c. 245, s. 5 and 6).

These records document the creation and maintenance of the Provincial Baseline Atlas, including the development of policies and data collection and quality standards. The Provincial Baseline Atlas is not an actual database or atlas. It is a term used to refer collectively to all the base mapping and geomatic products and consists of the following components:
- Aerial photography;
- Base mapping: e.g., Terrain Resource Information Management (TRIM);
- Geo-spatial references: e.g., latitude, longitude and elevation and the Canada-wide Differential Global Positioning System (CDGPS);
- Geographical names; and
- Geomatics programs: e.g., Digital Road Atlas (DRA), Corporate Watershed Base (CWB), and Digital Image Services (DIS).

The active and semi-active retention periods specified in the schedule meet all operational, administrative, legal, fiscal, and audit requirements. Corporate Records Management Branch has reviewed the final dispositions to ensure that records having enduring evidential and historical values are preserved.

This *ORCS* covers records created and received since June of 1898, which is the beginning of the provincial geographic naming function. Prior to this time, the function(s) covered by this *ORCS* were not carried out by the BC Government.

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SA = Semi-active	FY = Fiscal Year	DE = Destruction
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PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

2008/05/28   Schedule 186999   ORCS/BMGM   EXEC SUMMARY - 3

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

		<u>A</u>	<u>SA</u>	<u>FD</u>

The following summary describes the types of records covered by this *ORCS* and identifies their retention periods and final dispositions. In this summary, record types are linked to the *ORCS* by primary and secondary numbers. Please consult the *ORCS* manual for further information.

1) <u>Policy and Procedures</u>   SO   5y   FR
(secondary -00 throughout *ORCS*)

   Throughout this *ORCS*, the government archives will fully retain policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

2) <u>Base mapping and geomatics policy - approved</u>   SO   5y   FR
(secondary 20100-02)

   These records document the base mapping and geomatic policies, standards, guidelines, best practices, principles, strategies, procedures and specifications used to define, standardize and manage all aspects of the Provincial Baseline Atlas.

   FR = The government archives will fully retain base mapping and geomatics approved policy files because they document the policies that define, standardize and manage all aspects of the Provincial Baseline Atlas and the base mapping and geomatics program. These records have significant evidential and informational value.

3) <u>Provincial geographical names projects and information</u>   SO   nil   FR
(secondaries 20800-02, -03, -04, -06, -07 and -30)

   These records document the provincial toponymic projects, file finding aids, modelling sheets, and historical gazetteers, index cards and correspondence.

   FR = The government archives will fully retain the BC name index cards because they track the historical information, metadata and links to other geographical names records. These records have significant evidential and informational value.

(continued on next page)

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		A	SA	FD

FR = The government archives will fully retain the geographical name correspondence library because they document the original correspondence around the proposal of names for geographical features in British Columbia. These records have significant evidential and informational value.

FR = The government archives will fully retain the geographical names gazetteers because they document the names of geographical places in the province over time. These records have significant informational value.

FR = The government archives will fully retain the geographical names map and finding aids because they facilitate access to geographical names records by providing a conversion between the office's alphanumeric code and the National Topographic System (NTS) map grid.

FR = The government archives will fully retain the geographical names modelling sheets because they consist of maps with annotations noting the borders of each geographical name. These records have significant evidential and informational value.

FR = The government archives will fully retain geographical names project case files because they document the process for proposing, researching and making the decisions for naming geographical features in British Columbia. These records have significant evidential and informational value.

4) Base maps   SO   nil   FR
(secondaries 20600-03 and -04)

These records document the provincial base maps. Base maps provide information foundational to a multitude of provincial government and non-government activities from resource planning (e.g., mining, forestry, agriculture and environment) to infrastructure (e.g., roads, waterways and emergency vehicle response routes) to political divisions (e.g., regional and municipal boundaries, land title determinations, and First Nations borders).

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		A	SA	FD

FR = The government archives will fully retain the electronic and Mylar versions of the base maps because they document the changing geography, terrain and resources of the province. The electronic version provides greater ease of access. The Mylar version of the base maps is a definitive version of the maps at given points in time. These records have significant evidential and informational value. When the electronic records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

		A	SA	FD
5) Aerial photography products (secondaries 20300-02, 20500-02, -03, -05, -06, -10, -11, -12, -13, -15, and -25)		SO	nil	FR

These records document all the products, both electronic and hardcopy, created as a result of aerial photography operations, including film rolls, indices, camera calibration reports, annual operations maps, Universal Transverse Mercator (UTM) data files, meta data and the contracts and agreements proving that the aerial photographs are copyrighted to the provincial government.

FR = The government archives will fully retain image use/copyright agreements, contracts and purchase orders because they document the intellectual property rights to aerial photographs taken by contract photographers or companies for the base mapping program of the B.C. Government. These records have significant legal value and will be transferred to the government archives when the aerial photographs to which they relate are also transferred.

FR = The government archives will fully retain the electronic and Mylar aerial photograph indices because they facilitate access to individual aerial photographs by providing a link between locations indicated on these large scale photographs, and individual film rolls and photograph frames on the rolls. These records have significant evidential and informational value. When the electronic records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

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<u>A</u>   <u>SA</u>   <u>FD</u>

FR =   The government archives will fully retain the aerial photography operations maps because they document what photography projects, and for what areas, were completed each photography season. These records have significant evidential and informational value.

FR =   The government archives will fully retain the electronic and film roll versions of the aerial photographs because they document the changing geography and terrain of the province and are the most accessible version of the photographs. As time goes on, more and more of the aerial photographs will originate as digital photographs. When the records are available for transfer to the government archives, the program staff will ensure that the electronic records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

FR =   The government archives will fully retain air survey film records because they document the original metadata related to the aerial photography from 1936 to 2000, and are vital for interpreting the aerial photographs. These records have significant evidential and informational value.

FR =   The government archives will fully retain the camera calibration reports because they document technical information that is vital to interpretation of the aerial photographs, especially if the photographs are to be used for the creation of new maps. When the electronic records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

FR =   The government archives will fully retain UTM data files because they document information to be used by cartographers, in conjunction with the aerial photographs, to create accurate maps.

FR =   The government archives will fully retain the aerial photography data files because they provide technical information that is vital for interpreting the aerial photographs, especially for the creation of new maps, and also provide access to individual photographs. When the records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

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		A	SA	FD
6)	Geomatics program data files (secondary 20900-35)	SO	nil	FR

These records document the spatial and attribute geomatics data managed by the various geomatic programs. Geomatics data is foundational to a multitude of provincial government and non-government activities from resource planning (e.g., mining, forestry, agriculture and environment) to infrastructure (e.g., roads, waterways and emergency vehicle response routes) to political divisions (e.g., regional and municipal boundaries, land title determinations, and First Nations borders).

FR =   The government archives will fully retain the geomatics program data files because they contain a wide variety of geographical data for British Columbia that is vital for documenting the province's terrain, geography and resources, and that are essential for interpreting the aerial photographs and maps retained through this ORCS. These records have significant evidential and informational value. When the records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

		A	SA	FD
7)	Geographical names reference material (secondary 20800-08)	SO	nil	SR

These records document the historical process of naming the province's geographical features.

SR =   The government archives will selectively retain the geographical names reference materials because they provide valuable documentation and background information on the naming of geographical features in the province. The materials, which consist of reports of the Ministry of Mines, annual reports of the geographical names program, publications of the Geographical Survey of Canada, and the Canadian Alpine Club Journal (1908 to 1965), will be selectively retained by retaining those materials that are not already in the holdings of the government archives.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
8)	Aerial photography annual planning project final reports	FY+9y	nil	DE

(secondary 20200-02)

These records report on the process of each year's aerial photography operations and acquisitions, including lessons learned, recommendations and conclusions.

10y = The ten-year retention is required for trend analysis.

9)	Electronic Records			DE

The following electronic databases are covered by this *ORCS*: the Air Photo System (APS), Base Mapping and Geomatic Services Lab Services database (BMGS Lab Services database), BC Geographical Names Information System (BCGNIS), Corporate base mapping Advisory committee Mapping Projects (CAMP), Corporate Watershed Base (CWB), Digital Image Services (DIS), Digital Road Atlas (DRA), Intelligent Terrain Resource Information Management (iTRIM), Management of Survey Control Operations and Tasks (MASCOT), TEAMTrack and TRIMTrack. The Information System Overview section provides information about the electronic system, web sites, inputs and outputs and routine back-ups. Notes under the relevant *ORCS* secondaries provide information about the classification and scheduling of the records. These records have no enduring value to government at the end of their scheduled retention periods.

10)	All Other Records			DE

All other records are destroyed at the end of their semi-active retention periods. The retention of these records varies depending on the nature of the records and the function performed, but does not exceed seven years. The information these records contain is summarized elsewhere, or reflects policies and procedures adequately documented in records covered by the -00 Policy and procedures secondaries. Significant issues are documented in records which will be retained under the provisions of this *ORCS,* as well as in briefing notes to the ministry executive (*ARCS* secondary 280-03). These records have no enduring value to government at the end of their scheduled retention periods.

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

BASE MAPPING AND GEOMATICS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM

TABLE OF CONTENTS

INTRODUCTION TO THE
BASE MAPPING AND GEOMATICS
ORCS

For further information contact your [Records Officer](#).

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to government policy and procedures. For assistance, contact your Records Officer.

1. **General**

    This introduction provides an overview of the functions and activities documented in records classified and scheduled under the *Base Mapping and Geomatics Operational Records Classification System* (*BMGM ORCS*).

    For general information about the purpose, organization, and elements of *ORCS* in general, and of the *Administrative Records Classification System* (*ARCS*), see the *ARCS and ORCS User Guide* available on BC Government's Records Management web site at http://www.gov.bc.ca/citz/iao/records_mgmt/arcs_orcs/. It is designed to help you understand, interpret and use *ARCS* and *ORCS*.

    For special schedules that cover records that are not covered by *ARCS* and *ORCS*, see http://www.lcs.gov.bc.ca/cimb/special/default.asp.

    For legislation, policies, and standards for managing records in the BC Government, see http://www.gov.bc.ca/citz/iao/records_mgmt/policy_standards/.

    For tips, guides, and FAQs on related topics, see http://www.gov.bc.ca/citz/iao/records_mgmt/guides/.

2. **Overview of this *ORCS***

    The operational records in this *ORCS* relate to the operations and services provided by your ministry or agency in carrying out the functions for which it is responsible according to statute, mandate, or policy.

    This *ORCS* has the following parts:

    *   Executive Summary:
        *   a copy of the signed records retention and disposal authority (ARS 008) form
        *   a high-level overview of the *ORCS*
        *   a register of approved formal or administrative amendments
    *   Table of Contents
    *   Introduction (this section)
    *   Section 1 and any other numbered sections with classifications and schedules for the records covered by this *ORCS*; see part 3 below for further information
    *   Information System Overview Section:
        *   descriptions of complex electronic systems and web sites
        *   may also include a list of simple systems
    *   Index
    *   Appendices: may be added to provide file codes, ongoing accession numbers, filing procedures, and/or other classification or records management guidelines

3. **The Functions and Activities Covered by this *ORCS***

    Section Number   **Primary Numbers**   **Section Title**

    Section 1   20000-20999   Base Mapping and Geomatics

    Covers records relating to the creation and maintenance of the Provincial Baseline Atlas, under the authority of the *Land Act* (RSBC 1996, c. 245, s. 5 and 6). The Provincial Baseline Atlas is a term used to refer collectively to all the base mapping and geomatic products including: development of policies, data collection and quality standards; acquiring, storing and reproducing provincial aerial photographs; geo-spatial referencing; and naming provincial geographic features.

4. **Legal Authority of this *ORCS***

    Under provisions of the *Document Disposal Act* (RSBC 1996, c. 99), this *ORCS* has been reviewed and endorsed by the following authorities:

- government archivists
- your executive
- the Public Documents Committee
- the Select Standing Committee on Public Accounts

    Upon approval by the Legislative Assembly, this ORCS becomes a legally binding document, i.e., it has statutory authority governing the retention and disposition of the records that it covers.

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Records Management Branch. For information regarding this *ORCS,* contact your Records Officer.

<u>A</u>   <u>SA</u>   <u>FD</u>

S E C T I O N   1

B A S E   M A P P I N G

A N D   G E O M A T I C S

P R I M A R Y   N U M B E R S

2 0 0 0 0 – 2 0 9 9 9

Section 1 covers records relating to the creation and maintenance of the Provincial Baseline Atlas, under the authority of the *Land Act* (RSBC 1996, c. 245, s. 5 and 6). The Provincial Baseline Atlas is a term used to refer collectively to all the base mapping and geomatic products including: development of policies and data collection and quality standards; acquiring, storing and reproducing provincial aerial photographs; geo-spatial referencing; and naming provincial geographic features.

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Records Management Branch. For information regarding this *ORCS,* contact your Records Officer.

<u>A</u>   <u>SA</u>   <u>FD</u>

SECTION 1

20000 - BASE MAPPING AND GEOMATICS – 20999

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A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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<u>A</u>   <u>SA</u>   <u>FD</u>

20000   <u>BASE MAPPING AND GEOMATICS - GENERAL</u>

Records not shown elsewhere in the base mapping and geomatics section relating generally to creating and managing the Provincial Baseline Atlas, under the authority of the *Land Act.*

The Provincial Baseline Atlas is not an actual database or atlas. It is a term used to refer collectively to all the base mapping and geomatic products and consists of the following components:
- Aerial photography;
- Base mapping: e.g., Terrain Resource Information Management (TRIM);
- Geo-spatial references: e.g., latitude, longitude and elevation and the Canada-wide Differential Global Positioning System (CDGPS);
- Geographical names; and
- Geomatics programs: e.g., Digital Road Atlas (DRA), Corporate Watershed Base (CWB), and Digital Image Services (DIS).

Base mapping is the process of mapping the provincial terrain (i.e., land and water features). Geomatics is the discipline of gathering, storing, processing, and delivering of geographic information (i.e., spatial data, maps and images). Base mapping and geomatics provide information foundational to a multitude of provincial government and non-government activities from resource planning (e.g., mining, forestry, agriculture and environment) to infrastructure (e.g., roads, waterways and emergency vehicle response routes) to political divisions (e.g., regional and municipal boundaries, land title determinations, and First Nations borders).

This primary covers the reporting, tracking and responding to non-compliance with the ISO 9001:2000 standard, "Quality Management Systems – Requirements". Non-compliance is loosely defined as any data error reports, client issues or complaints about any aspect of the processes or the programs containing or supplying the required base mapping or geomatics data. Currently there are four different databases used to track non-compliance in different units. Several areas and programs in the branch, such as Geo-Spatial Referencing (GSR) and Digital Image Services (DIS), use spreadsheets or simple access databases to track non-compliance.

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A   SA   FD

20000   BASE MAPPING AND GEOMATICS - GENERAL (continued)

Aerial photography non-compliance is handled through the Base Mapping and Geomatic Services (BMGS) Lab Service database. This database also tracks the history and maintenance of photographic reproduction equipment.

Base mapping non-compliance is dealt with through the TRIMTrack database. The Digital Road Atlas (DRA) uses the TEAMTrack database.

This primary also covers the province's key participation in various provincial and federal base mapping and geomatics committees. Current examples include the Canadian Council on Geomatics (CCOG), the Canadian Geodetic Reference System Committee (CGRSC) and the Provincial Base Mapping Advisory Committee (PBMAC). For more information on PBMAC, see primary 20600.

The CCOG (www.geobase.ca/geobase/en/about/ccog.html) provides a forum for exchanging information on programs, considers common operational issues, discusses proposed legislation relevant to geomatics (particularly land surveying), and develops and promotes national geomatics standards.

The CGRSC (www.geod.rncan.gc.ca/partners_e.php) is a working committee of the CCOG that plans and coordinates the maintenance and improvement of the geodetic reference system in Canada.

Record types include correspondence, memoranda and other types of records as indicated under relevant secondaries.

NOTE: Only records which cannot be classified in a more specific primary or secondary may be classified under this primary.

For BMGS Lab Service database, see the ISO section.
For TEAMTrack, see the ISO section.
For TRIMTrack, see the ISO section.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
20000 <u>BASE MAPPING AND GEOMATICS - GENERAL</u> (continued)			
Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:	FY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	DE
-00 Policy and procedures - OPR	SO	5y	FR
- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	DE

FR =   Throughout this section, the government archives will fully retain all policy and procedure files created by offices having primary responsibility for policy and procedure development and approval. These records have evidential value.

-01 General			
-02 ISO 9001:2000 non-compliance reporting	SO	nil	DE

(arrange by program and year, then by consecutive number, if necessary)
(covers error reporting, and client complaints, issues and support)

NOTE: Any non-compliance reporting associated with a British Columbia Active Control System (BCACS) site is maintained in the relevant site file and all pre-2003 MASCOT non-compliance reports (known as service requests) are maintained in the program case file.

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		A	SA	FD

20000 <u>BASE MAPPING AND GEOMATICS - GENERAL</u> (continued)

		A	SA	FD
-20	Base mapping and geomatics committees (includes annual project maps, terms of reference, meeting minutes and agendas) (covers background information	SO	7y	DE

SO =   when committee is no longer active or file/volume has been closed for at least one year

DE =   These records are either: 1) federal committee files and as such, the official records are maintained by the federal government; or 2) provincial inter-ministry committees files which may be destroyed because their functions are better documented through the programs they support.

		A	SA	FD
-25	ISO 9001:2000 non-compliance reporting data files	SO	nil	DE

NOTE: This secondary is not for filing. It classifies the data held by the BMGS Lab Services database, TEAMTrack and TRIMTrack.

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	A	SA	FD

20100 BASE MAPPING AND GEOMATICS - POLICY DEVELOPMENT

Records relating to the development of base mapping and geomatic policies. Base mapping and geomatic policies are used to define, standardize and manage all aspects of the Provincial Baseline Atlas.

Policy includes standards, guidelines, best practices, principles, strategies, procedures (e.g., standard operating procedures) and specifications. The development of base mapping and geomatic policy involves research and consultation with organizations involved in mapping, surveying and providing data and with stakeholders and end users such as local, provincial, federal, and international governments, industry, First Nations and non-government organizations.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For briefing notes, decision and option papers, see *ARCS* secondary 280-20.
For cabinet submissions, see *ARCS* secondary 201-40.
For development of legislation and regulation, see *ARCS* primary 140.
For executive issues, see *ARCS* secondary 280-40.
For general liaison with other ministries, agencies or jurisdictions, see *ARCS* primaries 230 to 245.
For ministers' and deputy ministers' letters, see *ARCS* secondary 280-30.
For ministerial legislation and regulations, see *ARCS* primary 135.
For reference material, see *ARCS* secondary 358-20.

Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for: FY+2y nil DE

Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for: SO nil DE

(continued on next page)

A   = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility
CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week   m = month
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		A	SA	FD
20100	**BASE MAPPING AND GEOMATICS - POLICY DEVELOPMENT**			
-00	Policy and procedures - OPR	SO	5y	FR
	- non-OPR	SO	nil	DE
-01	General			
-02	Base mapping and geomatics policy - approved	SO	5y	FR

        (includes approved policy, principle, standard, best practice or guideline and the reports supporting the policy)

      FR = The government archives will fully retain base mapping and geomatics approved policy files because they document the policies that define, standardize and manage all aspects of the Provincial Baseline Atlas and the base mapping and geomatics program. These records have significant evidential and informational value.

-03	Base mapping and geomatics policy - tracking	SO	nil	DE

        (includes spreadsheets and simple Access databases)

-20	Base mapping and geomatics policy working case files	SO	5y	DE

        (includes discussion papers, surveys, questionnaires, performance tracking, copies of briefing notes and draft policy)
        (arrange by policy and project)
        (covers development, amendment, implementation, evaluation, interpretation and requests for clarification)

      SO = when approved policy is superseded or obsolete, and the file is no longer needed for reference purposes

      NOTE: All final products (policy as well as research reports in support of policy) must be filed in secondary 20100-02.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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		A	SA	FD

20200   AERIAL PHOTOGRAPHY - GENERAL

Records relating to acquiring, storing and reproducing aerial photographs of provincial land features not shown elsewhere in this primary block.

This primary covers the annual aerial photography operational planning project. The annual plan falls into five stages: initiation, definition, planning, execution and close.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For non-compliance reporting, see primary 20000.
For standards, best practices and policies, see primary 20100.
For reference material, see *ARCS* secondary 358-20.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:	FY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Aerial photography annual planning project final reports (includes project charters and project evaluations) (covers lessons learned, recommendations and conclusions)		FY+9y	nil	DE

10y =   The ten-year retention is required for trend analysis.

		A	SA	FD
-20	Aerial photography annual planning project case files (includes scope statement) (arrange by fiscal year, then by project stage) (covers budget development)	FY+1y	nil	DE

NOTE: Final reports, evaluations and lessons learned are classified under secondary -02. Project charters are reclassified under -02, once the project is complete.

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<u>A</u>   <u>SA</u>   <u>FD</u>

20300   <u>AERIAL PHOTOGRAPHY - ACQUISITION</u>

Records relating to acquiring aerial photographs of provincial land features through aerial photography operations.

An aerial photography operation involves service staff receiving a request from a client. Clients are often other provincial ministries or the forest industry, but may also be other government agencies, industries, non-profit organizations, educational institutions or private individuals. The client's request defines the area to be photographed and any other required specifications. The client engages in a funding agreement with the ministry and is either billed or journal vouchered for the operation. In order to prove the provincial government's ownership of the aerial photographs in perpetuity, an original of the agreement, contract or purchase order will be retained.

Ministry staff meet annually with clients to discuss, review and evaluate the operations.

Aerial photography operations are normally conducted during the summer for maximum aerial photographic quality. This annual process allows ministry staff to co-ordinate overlapping operations in order to reduce costs.

The ministry manages all of the provincial government aerial photography operations contracts. Some industry client operations are also managed by the ministry, but other industry clients manage their own contracts for aerial photography operations. In any case, aerial photography operations which use provincial funds must follow the provincial aerial photography standards.

Contractors are employed to provide the ministry with the film roll(s), contact prints, digital scans and indices, metadata files and Universal Transverse Mercator (UTM) data files. (All of these deliverables are classified under primary 20500.) Aerial photography services staff audit all deliverables. A copy of each raw scan (i.e., digital aerial photo) is sent to the Digital Image Services (DIS) program.

(continued on next page)

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	A	SA	FD

20300   AERIAL PHOTOGRAPHY - ACQUISITION (continued)

Each year, the operations which have been successfully completed (i.e., accomplished) are recorded on provincial maps (hard copy and digital) in order to show the annual progress to stakeholders and to identify when an area of province was last photographed.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For APS, see the Information System Overview (ISO) section.
For client funding agreements, see *ARCS* secondary 146-45.
For contract management, see *ARCS* secondary 1070-20.
For Digital Image Services (DIS) program, see primary 20900.
For reference material, see *ARCS* secondary 358-20.
For standards, best practices and policies, see primary 20100.

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:	FY+2y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00 Policy and procedures - OPR	SO	5y	FR
- non-OPR	SO	nil	DE
-01 General			
-02 Image use/copyright agreements, contracts and purchase orders	SO	nil	FR

SO =   when the aerial photograph warehouse is no longer maintained by the provincial government

FR =   The government archives will fully retain image use/copyright agreements, contracts and purchase orders because they document the intellectual property rights to aerial photographs taken by contract photographers or companies for the base mapping program of the B.C. Government. These records have significant legal value and will be transferred to the government archives when the aerial photographs to which they relate are also transferred.

(continued on next page)

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			<u>A</u>	<u>SA</u>	<u>FD</u>
20300	<u>AERIAL PHOTOGRAPHY - ACQUISITION</u> (continued)				
-20	Aerial photography client relations case files (includes presentations) (arrange by client) (covers general liaison, annual review and evaluation)		FY+6y	nil	DE
-30	Aerial photography operation case files (includes area and plot outlines) (arrange by operation code) (covers client specifications and liaison)		SO+7y	nil	DE

SO =   when the deliverables have been audited and the
contractor has been paid

NOTE: The contract deliverables are classified under
secondaries 20500-02, -09, -10, -11, -13, -15 and -30.

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			<u>A</u>	<u>SA</u>	<u>FD</u>

20400 <u>AERIAL PHOTOGRAPHY - REPRODUCTION</u>

Records relating to reproducing aerial photographs of provincial land features.

Reproductions are ordered through email, the internet or by phone and are available to the public for a fee. Reproduction projects are initiated by a work order and result in little, if any, documentation.

Benchmark photographs are laboratory tools used to ensure consistent photographic reproductions with respect to color, contrast, brightness, etc. As benchmark photographs are replaced, the metadata used in the creation of new benchmark photographs is recorded on metadata cards. Metadata cards are only relevant to a specific machine.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For accounts payable, see *ARCS* primary 925.
For accounts receivable, see *ARCS* primary 935.
For contract management, see *ARCS* primary 1070.
For non-compliance reporting, see primary 20000.
For photograph reproduction equipment, see *ARCS* primary 805.
For reference material, see *ARCS* secondary 358-20.
For standards, best practices and policies, see primary 20100.

			A	SA	FD
Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:			FY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:			<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Aerial photography reproduction work orders (arrange by monthly batch)		FY+6y	nil	DE

NOTE: Electronic work orders are convenience copies only.

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	A	SA	FD

20400 <u>AERIAL PHOTOGRAPHY - REPRODUCTION</u> (continued)

		A	SA	FD
-03	Benchmark aerial photographs (arrange by film roll and frame number)	SO	nil	DE

       SO = when photograph is replaced with a newer verified photograph

		A	SA	FD
-04	Benchmark aerial photographs - metadata cards (arrange by film roll and frame number)	SO	nil	DE
-20	Aerial photography reproduction case files (arrange chronologically by order)	SO	nil	DE

       SO = when the order has been filled

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<u>A</u>   <u>SA</u>   <u>FD</u>

20500   <u>AERIAL PHOTOGRAPHY - STORAGE</u>

Records relating to storing aerial photographs of provincial land features, including the metadata about the aerial photographs.

Records are stored in the Air Photo Warehouse, a publicly accessible File Transfer Protocol (FTP) site (electronic), and the Aerial Photograph System (APS). Record types include the following:

- aerial photographs,
- aerial photography indices,
- aerial photography key or operations maps
- camera calibration reports,
- aerial survey film records,
- aerial photography data files (metadata), and
- Universal Transverse Mercator (UTM) data files.

Aerial photograph film rolls date from 1936 and are stored in the secure, climate controlled Air Photo Warehouse. Each roll contains many frames (i.e., aerial photographs), often from several aerial photography operations (see secondary 20300-20). A contact print was produced from a frame on film roll until early 2008.

Aerial photography indices are large scale maps with a number of points scribed on the photograph. Each point identifies the centre point of a frame on the film roll, thereby tracking the progress of the film roll and ensuring proper coverage of the area. Paper copies and mylar masters are maintained at the Air Photo Warehouse, while digital copies are stored on a public FTP server. Mylar masters are no longer created as of August 2004.

Camera calibration reports are required for accurate photographic interpretation. Each camera is re-calibrated every two or three years. Every hardcopy report has been scanned.

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<u>A</u>　　　<u>SA</u>　　　<u>FD</u>

20500　<u>AERIAL PHOTOGRAPHY - STORAGE</u> (continued)

Aerial survey film records are bound books covering aerial photography operations from 1936 to 2000. They contain aerial photography metadata which is currently being entered into the APS. Since the year 2000, aerial photography metadata has been provided to the province electronically (see secondary 20500-25).

A UTM data file is a spreadsheet created as part of an aerial photography operation's post photography processing, and is used in conjunction with aerial photographs by cartographers in order to create accurate maps.

Scanning projects are also underway to convert aerial photograph film rolls into electronic format. A copy of each raw scan (i.e., digital aerial photo) is sent to the Digital Image Services (DIS) program.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For APS, see the Information System Overview (ISO) section.
For Digital Image Services (DIS) program, see primary 20900.
For standards, best practices and policies, see primary 20100.

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		<u>A</u>	<u>SA</u>	<u>FD</u>
20500	**AERIAL PHOTOGRAPHY - STORAGE** (continued)			
	Unless otherwise specified below, the ministry OPR (GeoBC and Cadastre) will retain these records for:	FY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:	<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures - OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General			
-02	Aerial photography indices - electronic (includes shape files)	SO	nil	FR

SO = when the Air Photo Warehouse is no longer maintained by the provincial government

FR = The government archives will fully retain the electronic aerial photograph indices because they facilitate access to individual aerial photographs by providing a link between locations indicated on these large scale photographs, and individual film rolls and photograph frames on the rolls. These records have significant evidential and informational value. When the records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

NOTE: Interim shape files are electronic drafts of aerial photography indices provided on the FTP site for a client's convenience.

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		A	SA	FD
20500	AERIAL PHOTOGRAPHY - STORAGE (continued)			
-03	Aerial photography indices - Mylar masters (arrange by National Topographic System [NTS] map sheet number and/or by year) (secondary is closed as of August 31, 2004; no new files may be created in this secondary)	SO	nil	FR

SO = when the Air Photo Warehouse is no longer maintained by the provincial government

FR = The government archives will fully retain the Mylar aerial photograph indices because they facilitate access to individual aerial photographs by providing a link between locations indicated on these large scale photographs, and individual film rolls and photograph frames on the rolls. These records have significant evidential and informational value.

-04	Aerial photography indices – paper and microfiche (arrange by NTS map sheet number and/or by year)	SO	nil	DE

SO = when the index is replaced with a newer verified index from the Mylar or electronic master

-05	Aerial photography operations maps - accomplished - electronic (also known as key maps)	SO	nil	FR

SO = when the Air Photo Warehouse is no longer maintained by the provincial government

FR = The government archives will fully retain the aerial photography operations maps because they document what photography projects, and for what areas, were completed each photography season. These records have significant evidential and informational value.

NOTE: Electronic status operations maps are drafts of the aerial photography annual accomplished operations maps and are provided on the FTP and/or web site for convenience.

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
PIB = Personal Information Bank	w = week m = month	FR = Full Retention
PUR = Public Use Records	y = year	FOI = Freedom of Information/Privacy
OPR = Office of Primary Responsibility		VR = Vital Records

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	A	SA	FD

20500   AERIAL PHOTOGRAPHY - STORAGE (continued)

		A	SA	FD
-06	Aerial photography operations maps - accomplished - Mylar (secondary is closed as of August 31, 2004; no new files may be created in this secondary) (also known as key maps)	SO	nil	FR

SO =   when the Air Photo Warehouse is no longer maintained by the provincial government

FR =   The government archives will fully retain the aerial photography operations maps because they document what photography projects, and for what areas, were completed each photography season. These records have significant evidential and informational value.

		A	SA	FD
-07	Aerial photography operations maps - accomplished - paper (also known as key maps)	SO	nil	DE

SO =   when the map is replaced with a newer verified copy from the Mylar or electronic master

		A	SA	FD
-08	Aerial photography operations maps - proposed - electronic (covers maps that were proposed but never completed)	SO	nil	DE
-09	Aerial photographs – contact prints	SO	nil	OD

SO =   when contact prints are no longer being maintained by the provincial government

OD =   transfer to the University of British Columbia Library or a similar institution.

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		A	SA	FD

20500 <u>AERIAL PHOTOGRAPHY - STORAGE</u> (continued)

		A	SA	FD
-10	Aerial photographs – electronic (arrange by film roll and frame number)	SO	nil	FR

   SO =   when the Air Photo Warehouse is no longer maintained by the provincial government

   FR =   The government archives will fully retain the electronic version of the aerial photographs because they document the changing geography and terrain of the province and are the most accessible version of the photographs. As well, as time goes on, more and more of the aerial photographs will originate as digital photographs. When the records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

NOTE: Low quality electronic drafts of aerial photographs may be provided on the FTP site for a client's convenience.

		A	SA	FD
-11	Aerial photographs – film rolls (arrange by film roll code)	SO	nil	FR

   SO =   when the Air Photo Warehouse is no longer maintained by the provincial government

   FR =   The government archives will fully retain the film roll version of the aerial photographs because they document the changing geography and terrain of the province and are the original version of most of the photographs up to the present. These records have significant evidential and informational value.

NOTE: This secondary uses On-going Accession Number (OAN) 90-7682 for active storage.

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		<u>A</u>	<u>SA</u>	<u>FD</u>

20500 <u>AERIAL PHOTOGRAPHY - STORAGE</u> (continued)

		A	SA	FD
-12	Aerial survey film records – paper (includes oblique catalogs) (covers tri-camera metadata)	SO	nil	FR

   SO = when the Air Photo Warehouse is no longer
         maintained by the provincial government

   FR = The government archives will fully retain air survey film
         records because they document the original metadata
         related to the aerial photography from 1936 to 2000,
         and are vital for interpreting the aerial photographs.
         These records have significant evidential and
         informational value.

		A	SA	FD
-13	Camera calibration reports – electronic (arrange by lens serial number)	SO	nil	FR

   SO = when the Air Photo Warehouse is no longer
         maintained by the provincial government

   FR = The government archives will fully retain the camera
         calibration reports because they document technical
         information that is vital to interpretation of the aerial
         photographs, especially if the photographs are to be
         used for the creation of new maps. When the records
         are available for transfer to the government archives,
         the program staff will ensure that the records are
         transferred in a manner and format that meet the
         necessary standards for long term preservation and
         access.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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	A	SA	FD

20500 <u>AERIAL PHOTOGRAPHY - STORAGE</u> (continued)

		A	SA	FD
-14	Camera calibration reports – paper (arrange by lens serial number)	SO	nil	DE

SO = when the Air Photo Warehouse is no longer maintained by the provincial government

DE = The paper versions of camera calibrations reports can be destroyed because they are not the master versions of the reports. The electronic versions of the reports will be fully retained because they are the master versions and include all reports that are produced. The paper versions are not complete and do not include all of the reports.

		A	SA	FD
-15	Universal Transverse Mercator (UTM) data files (arrange by operation code and film roll number)	SO	nil	FR

SO = when the Air Photo Warehouse is no longer maintained by the provincial government

FR = The government archives will fully retain UTM data files because they document information to be used by cartographers, in conjunction with the aerial photographs, to create accurate maps.

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OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week   m = month
y = year

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		A	SA	FD

20500 <u>AERIAL PHOTOGRAPHY - STORAGE</u> (continued)

		A	SA	FD
-25	Aerial photography data files (covers metadata)	SO	nil	FR

SO =   when the Air Photo Warehouse is no longer
        maintained by the provincial government

FR =   The government archives will fully retain the aerial
        photography data files because they provide technical
        information that is vital for interpreting the aerial
        photographs, especially for the creation of new maps,
        and also provide access to individual photographs.
        When the records are available for transfer to the
        government archives, the program staff will ensure that
        the records are transferred in a manner and format that
        meet the necessary standards for long term
        preservation and access.

NOTE: This secondary is not for filing. It classifies the
        electronic data and the metadata held by the APS.

		A	SA	FD
-30	Aerial photography operation metadata data files (arrange by operation code) (covers electronic aerial survey film records and Global Positioning System [GPS] data files)	SO	nil	DE

SO =   when the metadata has been uploaded to the APS and
        verified

		A	SA	FD
-40	Aerial photography scanning case files (includes progress and color evaluation reports) (arrange by film roll) (covers auditing)	SO	nil	DE

SO =   when the film roll has been scanned and/or audited

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<u>A</u>   <u>SA</u>   <u>FD</u>

20600   <u>BASE MAPPING</u>

Records relating to providing standardized base mapping, managing Data Exchange Agreements (DEA) and coordinating and reviewing requests for base mapping updates. Base mapping is the process of mapping the provincial terrain (i.e., land and water features).

All base mapping is managed through the Terrain Resource Information Management (TRIM) program. TRIM mapping projects began in 1988. Mapping projects after December 1996 follow a new set of standards and are used to update and maintain the TRIM program.

Base maps include TRIM (original and updated) map sheets, orthophotos, aerial triangulation scans, photos and diapositives, gridded Digital Elevation Models (DEM), pre-set stereo models and mosaics (multiple maps electronically merged and compressed to form a larger map) and the metadata associated with the maps. Each type is stored electronically using a variety of formats. For example, map sheets are presently stored in Spatial Archive and Interchange Format (SAIF). Metadata is stored either in the electronic file, in the name of the file, or in another file format with the same name as the base map file.

Orders for various maps and/or data are received by email, telephone, correspondence or through the Base Map Online Store (BMOS). Orders are usually filled electronically (direct downloads, FTP sites, CDs or hard drives) but may also be filled with a paper copy. When purchased through BMOS, maps are available immediately and automatically.

The ordering process also covers requests for access to the data by educational institutions and copies of contractor access loan agreements in support of other provincial agencies' programs.

DEAs fall into two categories: those which receive provincial funds and therefore must be reviewed according to the Standard Operating Procedures (SOP) and those which exchange base map data for base map data without provincial monies being involved.

(continued on next page)

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
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<u>A</u>   <u>SA</u>   <u>FD</u>

20600   <u>BASE MAPPING</u> (continued)

Non-SOP DEAs are established for the purposes of data integration and updating of TRIM between the branch and federal or local government, forest industry, oil and gas industry or other sources of topographic data. Essentially if the data gathered by the other organization meets the branch's standards, it is accepted for inclusion in TRIM and the other organization gains access to some or all of the data contained within TRIM.

All DEAs and TRIM map updates which use provincial funds must be reviewed according to the SOP established by the Provincial Base Mapping Advisory Committee (PBMAC). PBMAC, previously known as the Corporate Base Mapping Advisory Committee, coordinates the planning and delivery of base mapping and related products. Proposals are first reviewed by the Technical Advisory Committee (TAC), which provides a recommendations report to PBMAC. Members of the PBMAC may include representatives from provincial ministries, educational institutions, contractors and the oil and gas and forest industries.

Mapping projects are submitted through a web based database called the Corporate base mapping Advisory committee Mapping Projects (CAMP).

Many various functions and steps in each project are tracked and logged in a collection of spreadsheets.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For CAMP, see the Information System Overview (ISO) section.
For contract management, see *ARCS* primary 1070.
For MOUs, see *ARCS* secondaries 146-40 and -45.
For non-compliance reporting, see primary 20000.
For non-SOP DEAs, see *ARCS* secondaries 146-40 and -45.
For the originals of SOP DEAs, see *ARCS* secondary 146-45.
For reference material, see *ARCS* secondary 358-20.
For PBMAC, see secondary 20000-20.
For standards, best practices and policies, including the Standard
        Operating Procedures, see primary 20100.

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	A	SA	FD

20600 BASE MAPPING (continued)

	A	SA	FD
Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:	FY+2y	nil	DE
Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE

			A	SA	FD
-00	Policy and procedures	- OPR	SO	5y	FR
		- non-OPR	SO	nil	DE
-01	General				
-02	Aerial triangulation reports		SO	nil	DE

SO = when the base mapping function is no longer
        performed by the provincial government

		A	SA	FD
-03	Base maps - electronic	SO	nil	FR

(arrange by type of map, then by project name and/or
by National Topographic System [NTS] map sheet
number)
(covers metadata, map sheets, orthophotos, aerial
triangulation scans, photos and diapositives, gridded
DEM, pre-set stereo models and mosaics)

FR = The government archives will fully retain the electronic
        version of base maps because they document the
        changing geography, terrain and resources of the
        province. The electronic version also provides greater
        ease of access. These records have significant
        evidential and informational value. When the records
        are available for transfer to the government archives,
        the program staff will ensure that the records are
        transferred in a manner and format that meet the
        necessary standards for long term preservation and
        access.

NOTE: All paper copies of base maps are considered
        transitory and may be destroyed. The web site
        accesses these electronic files directly.

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OPERATIONAL RECORDS CLASSIFICATION SYSTEM

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		A	SA	FD

20600 <u>BASE MAPPING</u> (continued)

		A	SA	FD
-04	Base maps - Mylar (arrange by NTS map sheet number) (secondary is closed as of December 31, 1996; no new files may be created in this secondary)	SO	nil	FR

FR = The government archives will fully retain the Mylar version of the base maps because they document the changing geography, terrain and resources of the province. The Mylar version of the base maps is the definitive version of the maps at given points in time. These records have significant evidential and informational value.

		A	SA	FD
-05	Base mapping and data exchange tracking (includes spreadsheets and project/contract tracking tools) (covers project and contract tracking)	SO	nil	DE

NOTE: Copies of these tracking documents may be posted on the web site. These copies may be deleted when no longer being used.

		A	SA	FD
-20	Base mapping and non-SOP DEA project case files (includes packing slip, translation reports, audit sample sheets and reports, aerial triangular release forms, and inspection forms, checklists and reports) (arrange by project number and then, if possible, by map sheet number) (covers negotiations of non-SOP DEA, quality assurance/audits of contract deliverables)	SO	7y	DE

SO = when project is complete and the file is no longer required for data confirmation

NOTE: Final products are classified under secondary 20600-02.

NOTE: Contract deliverable data is typically submitted on CDs and hard drives.

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	<u>A</u>	<u>SA</u>	<u>FD</u>
20600 <u>BASE MAPPING</u> (continued)			
-25 Base mapping and data exchange project data files (electronic database records)	SO	nil	DE
NOTE: This secondary is not for filing. This secondary is used to classify the data contained within CAMP.			
-30 Base mapping orders and reproduction case files (includes release form and receipts for registered mail) (arrange chronologically by order or by client, then chronologically by order) (covers email correspondence)	FY+1y	5y	DE

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<u>A</u>   <u>SA</u>   <u>FD</u>

20700   <u>GEO-SPATIAL REFERENCING</u>

Records relating to managing the provincial geo-spatial reference (GSR) information. Geo-spatial referencing is the science of associating latitude, longitude and height to physical objects on the surface of the earth. Essentially, GSR allows surveyors to produce accurate maps and surveys and to correctly relate them to other maps and surveys.

Originally GSR relied on the placement of defined monuments through the provincial landscape. These monuments represent geodetic points which are used to correlate maps. Occasionally monuments may be replaced, relocated or created.

Contemporary GSR relies more on the Global Positioning System (GPS). GPS satellites can be used to calculate an accurate GSR anywhere in the province. GPS observations from the province's GPS reference stations are used to correct the surveyor's data.

Both the physical monuments and the reference stations are tracked in the Management of Survey Control Operations and Tasks (MASCOT) database. In 1993 the government changed from the North American Datum 1927 (NAD27) to NAD83. A microfilm snapshot of the monument baseline data was created before the conversion of MASCOT. For more information on MASCOT, see the Information System Overview (ISO) section.

The provincial network of over twenty GPS reference stations is known as the British Columbia Active Control System (BCACS) and the system which processes and distributes the data is known as the Provincial Master Active Control System (PMACS). Before the data can be distributed, it is reformatted by ministry staff.

Similar to the Geomatics Programs, GSR programs (i.e., BCACS, MASCOT and the CDGPS) may be supported by enhancement projects (e.g., increased functionality, data or access), maintenance projects (e.g., testing, planning, budgeting, and marketing) or special projects.

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NA = Not Applicable
w = week   m = month
y = year

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		<u>A</u>	<u>SA</u>	<u>FD</u>
20700	**GEO-SPATIAL REFERENCING** (continued)			

Staff are also responsible for the province's participation in the associated Canadian Geodetic Reference System Committee (CGRSC) and the Canada-wide Differential GPS (CDGPS) program. The CDGPS is a partnership with federal and provincial governments.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For agreement originals, see *ARCS* secondary 146-45.
For CGRSC, see secondary 20000-20.
For contract management, see *ARCS* primary 1070.
For inquiries, see *ARCS* primary 320.
For non-compliance reporting, see primary 20000.
For MOU originals, see *ARCS* secondary 146-45.
For reference material, see *ARCS* secondary 358-20.
For standards, best practices and policies, see primary 20100.

			A	SA	FD
	Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:		FY+2y	nil	DE
	Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00	Policy and procedures	- OPR	SO	5y	FR
		- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01	General				
-02	Geo-spatial referencing program tracking (includes ad hoc MASCOT reports) (covers project and contract tracking spreadsheets)		SO	nil	DE
-03	Monument baseline data pre-NAD83 conversion microfilm (closed secondary as of 1994, do not create files under this secondary)		SO	nil	DE

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		A	SA	FD
20700	GEO-SPATIAL REFERENCING (continued)			
-20	Geo-spatial referencing program and project case files (includes project descriptions, project charters, reports, presentations and copies of plans, agreements and contracts) (arrange by program, then by project) (covers research, testing, special projects and CDGPS)	SO	7y	DE
	SO = when program or project is complete			
-25	GPS observation data files	SO	nil	DE
	SO = when the provincial government no longer provides GPS observation data			
-30	GPS reference station case files (includes installation and change reports, photographs and site drawings and copies of contracts) (arrange by name of site)	SO	7y	DE
	SO = when the site has been decommissioned			
-35	Monument data files (electronic database records)	SO	nil	DE
	SO = when the provincial government is no longer responsible for maintaining this data			
	NOTE: This secondary is not for filing. This secondary is used to classify the data contained within MASCOT.			
-40	Monument replacement and creation project case files (includes sketches, photographs and observations) (arrange by name and number of project) (covers monument maintenance)	SO	7y	DE
	SO = when project is complete and is no longer required for research purposes			
	NOTE: This secondary is for physical monuments only. For GPS reference stations, see secondary 20700-30.			

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<u>A</u>   <u>SA</u>   <u>FD</u>

20800   <u>GEOGRAPHICAL NAMING</u>

Records relating to managing the provincial toponymy. Toponymy is the practice of applying names to geographical features.

Geographical names are not initiated by staff, but are proposed by outside sources. In consultation with local communities, proposals are researched and accepted, rejected or held for future consideration according to policy.

Changes, additions and deletions are maintained on hardcopy maps and on the BC Geographical Names Information System (BCGNIS). Unofficial names are also tracked. For more information on BCGNIS, see the Information System Overview (ISO) Section.

The province has been subdivided into a grid system with each grid having a Name Modelling Sheet (i.e., a map) and a corresponding grid file containing all the toponymic activities within that grid.

Geographical place name index cards were used to track historical information, metadata and links to the other record types (i.e., map and grid file) from June 1898 until July 1997.

All correspondence and documentation related to a grid area is maintained as a project file. Projects also covers the proofing and editing of various publications (e.g., Canadian Geographic and other periodicals, encyclopedias and other educational books) with respect to the accurate use of provincial place names.

Various maps, published reports and periodicals are maintained as a reference library.

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For liaison with other jurisdictions, see *ARCS* primaries 230 to 245.
For IT and web site projects, see *ARCS* secondary 6450-20.
For non-compliance reporting, see primary 20000.

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		A	SA	FD
20800	GEOGRAPHICAL NAMING (continued)			
	Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:	FY+2y	nil	DE
	Except where non-OPR retention periods are identified below, all other ministry offices will retain these records for:	SO	nil	DE
-00	Policy and procedures - OPR	SO	5y	FR
	- non-OPR	SO	nil	DE
-01	General			
-02	British Columbia name index cards (arrange alphabetically by BC place name) (secondary is closed as of August 1, 1997; no new files may be created in this secondary)	SO	nil	FR

SO = when all the data from these index cards have been entered into the BCGNIS

FR = The government archives will fully retain the BC name index cards because they track the historical information, metadata and links to other geographical names records. These records have significant evidential and informational value.

-03	Geographical names correspondence library (secondary is closed as of January 1, 1939; no new files may be created in this secondary)	SO	nil	FR

FR = The government archives will fully retain the geographical name correspondence library because they document the original correspondence around the proposal of names for geographical features in British Columbia. These records have significant evidential and informational value.

NOTE: These are letters from 1902 to 1939 bound into books. They are the originals of carbon copies contained in geographical names project case files.

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Records Management Branch. For information regarding this *ORCS,* contact your Records Officer.

		A	SA	FD
20800	GEOGRAPHICAL NAMING (continued)			
-04	Geographical names gazetteer - bound (secondary is closed as of January 1, 1986; no new files may be created in this secondary)	SO	nil	FR

FR =　The government archives will fully retain the geographical names gazetteers because they document the names of geographical places in the province over time. These records have significant informational value.

NOTE: These records are from 1898 to 1985.

| -05 | Geographical names gazetteer - electronic (covers spreadsheet generated by BCGNIS) | SO | nil | DE |
| -06 | Geographical names map and file finding aids | SO | nil | FR |

FR =　The government archives will fully retain the geographical names map and finding aids because they facilitate access to geographical names records by providing a conversion between the office's alphanumeric code and the National Topographic System (NTS) map grid.

NOTE: These documents explain the various alphanumeric grid codes (see NOTE under secondary 20800-07) and convert them to and from the current NTS alpha-numeric map grid code which began to be more consistently adopted in the 1950s.

(continued on next page)

A   = Active
SA = Semi-active
FD = Final Disposition
PIB = Personal Information Bank
PUR = Public Use Records
OPR = Office of Primary Responsibility

CY = Calendar Year
FY = Fiscal Year
NA = Not Applicable
w = week   m = month
y = year

SO = Superseded or Obsolete
DE = Destruction
SR = Selective Retention
FR = Full Retention
FOI = Freedom of Information/Privacy
VR = Vital Records

This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Records Management Branch. For information regarding this *ORCS*, contact your Records Officer.

	A	SA	FD

20800 <u>GEOGRAPHICAL NAMING</u> (continued)

		A	SA	FD
-07	Geographical names modelling sheets (includes current and superseded maps) (arrange by current and superseded, then by map grid code)	SO	nil	FR

SO = when all the toponymic data from these maps have been replicated onto a new map (including either paper or electronically)

FR = The government archives will fully retain the geographical names modelling sheets because they consist of maps with annotations noting the borders of each geographical name. These records have significant evidential and informational value.

NOTE: Modelling sheets are maps with ongoing toponymic data manually scribed on them. The maps are coded by an alphanumeric grid (e.g., A-2-37) based on: the first letter of the first place name in the grid; a number indicating if this was the first, second, third, etc. time that first letter was used in the first year; and then the last two digits of the first year that the first place name in that grid was established. The finding aids (secondary 20800-06) convert this code into NTS map coordinates.

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	A	SA	FD

20800 GEOGRAPHICAL NAMING (continued)

		A	SA	FD
-08	Geographical names reference material (includes admiralty and historical maps)	SO	nil	SR

SO = when no longer required for research purposes

SR = The government archives will selectively retain the geographical names reference materials because they provide valuable documentation and background information on the naming of geographical features in the province. The materials, which consist of reports of the Ministry of Mines, annual reports of the geographical names program, publications of the Geographical Survey of Canada, and the *Canadian Alpine Club Journal* (1908 to 1965), will be selectively retained by retaining those materials that are not already in the holdings of the government archives.

		A	SA	FD
-20	Geographical names editing and proof-reading case files (includes copies of articles and publications) (arrange by name of project, usually article or publication title and date)	SO	nil	DE
-25	Geographical names data files (electronic database records)	SO	nil	DE

NOTE: This secondary is not for filing. This secondary is used to classify the data contained within BCGNIS.

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OPR = Office of Primary Responsibility		VR = Vital Records

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Records Management Branch. For information regarding this *ORCS,* contact your Records Officer.

	A	SA	FD

20800 GEOGRAPHICAL NAMING (continued)

		A	SA	FD
-30	Geographical names project case files (includes notice of decision) (arrange by map grid code) (covers naming proposals, research, consultation and decision making)	SO	nil	FR

FR =   The government archives will fully retain geographical names project case files because they document the process for proposing, researching and making the decisions for naming geographical features in British Columbia. These records have significant evidential and informational value.

NOTE: See NOTE under secondary 20800-06.

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<u>A</u>   <u>SA</u>   <u>FD</u>

20900   <u>GEOMATICS PROGRAMS</u>

Records relating to managing the geomatics programs, administering the geomatics projects that support the programs, and supplying geomatics data products to clients. Geomatics is the discipline of gathering, storing, processing, and delivering of geographic information (i.e., spatial data, maps and images).

Data products are created by adapting and customizing existing topographic, image and geo-positional data for clients in order to supply clients with value-added data products, easier access to the data and/or customized datasets. Data products run from single ad-hoc datasets to regularly recurring, widely used datasets. Most data products are created through a direct relationship (agreement or a contract) with a client. Staff consult with clients to define the scope and nature of the project and the data involved. A steering committee approves the project charter. Data products are delivered to staff electronically and the deliveries are logged.

Geomatics programs are organized around map based databases which have been described in the Information System Overview (ISO) Section. The current geomatics programs are the Corporate Watershed Base Program, the Digital Road Atlas Program, the Terrain Resource Information Management (TRIM) Program, the Intelligent Terrain Resource Information Management (iTRIM) Program, and the Digital Image Services Program. Currently, the program databases are Corporate Watershed Base (CWB), Digital Road Atlas (DRA), Intelligent Terrain Resource Information Management (iTRIM) and Digital Image Services (DIS) in combination with the DIS Image Warehouse. (DIS is a true database directly linked to the image files contained within the DIS Image Warehouse.)

CWB maintains a wide variety of data about provincial water features and watersheds. DRA provides a complete and accurate road network of all the roads in British Columbia as a single source of road data for the province. iTRIM converts existing TRIM map sheet data into an integrated, seamless, feature-based data base. In the future, iTRIM will

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	A	SA	FD

20900 <u>GEOMATICS PROGRAMS</u> (continued)

become a database management environment with associated strategies for managing TRIM and a number of derived products (CWB, DRA, Enhanced Base Map and Digital Elevation Model products). DIS supports the acquisition, discovery, management, and distribution of provincial geographic digital imagery. In the future DIS may also support private digital image databases. For more information on these databases, see the ISO section.

Programs and their databases are supported by enhancement projects (e.g., increased functionality, data or access) or maintenance projects (e.g., planning, budgeting, and marketing). The development of iTRIM is an example of an enhancement project. Note that data exchange and base mapping projects are classified under primary 20600).

Record types include correspondence and memoranda and other types of records as indicated under relevant secondaries.

For agreement originals, see *ARCS* secondary 146-45.
For contract management, see *ARCS* primary 1070.
For inquiries, see *ARCS* primary 320.
For non-compliance reporting, see primary 20000.
For MOU originals, see *ARCS* secondary 146-45.
For reference material, see *ARCS* secondary 358-20.
For standards, best practices and policies, see primary 20100.
For TRIM base maps, see secondary 20600-03.

		A	SA	FD
Unless otherwise specified below, the ministry OPR (Base Mapping and Geomatic Services) will retain these records for:		FY+2y	nil	DE
Except where <u>non-OPR retention periods</u> are identified below, all other ministry offices will retain these records for:		<u>SO</u>	<u>nil</u>	<u>DE</u>
-00 Policy and procedures	- OPR	SO	5y	FR
	- <u>non-OPR</u>	<u>SO</u>	<u>nil</u>	<u>DE</u>
-01 General				
-02 Geomatics program tracking		SO	nil	DE
(covers client lists, data product delivery logs and project and contract tracking)				

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		A	SA	FD
20900	GEOMATICS PROGRAMS (continued)			
-20	Geomatics data product case files (includes release form and receipts for registered mail) (arrange by program then by client and/or data product) (covers technical working group and quality assurance/audits of contract deliverables)	FY+6y	nil	DE
-25	Geomatics data product data files	SO	nil	DE
-30	Geomatics program and project case files (includes project descriptions, project charters, presentations and reports) (arrange by program, then by project) (covers steering committees)	SO	7y	DE
	SO = when program or project is complete			
-35	Geomatics program data files (electronic database records)	SO	nil	FR

SO = when the provincial government is no longer responsible for maintaining this data

FR = The government archives will fully retain the geomatics program data files because they contain a wide variety of geographical data for British Columbia that is vital for documenting the province's terrain, geography and resources, and that are essential for interpreting the aerial photographs and maps retained through this ORCS. These records have significant evidential and informational value. When the records are available for transfer to the government archives, the program staff will ensure that the records are transferred in a manner and format that meet the necessary standards for long term preservation and access.

NOTE: This secondary is not for filing. This secondary is used to classify the data contained within CWB, DRA and iTRIM, DIS and the DIS Image Warehouse.

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This records schedule is approved in accordance with the *Document Disposal Act* (RSBC 1996, c. 99). It constitutes authority for retention and disposition of the records described herein provided *ORCS* has been implemented according to standards approved by Corporate Records Management Branch. For information regarding this *ORCS,* contact your Records Officer.

INFORMATION SYSTEM OVERVIEW SECTION

TABLE OF CONTENTS

COMMON SYSTEM NOTES

COMMON SYSTEM NOTES

Technical Maintenance

Electronic records are maintained on the systems until their retention schedules are completed. The electronic records are then purged from the systems. Any exceptions to these purge routines are noted under specific secondaries.

The electronic systems are routinely backed up in accordance with ministry policy and special schedule 112910 in the *ARCS* manual.

For retention and disposition schedules, see relevant primaries, which are listed in the classification section of each ISO.

Classification

Electronic System
The electronic systems are not classified in the *ORCS*. The classifications for the electronic records they generate are listed in the individual ISO. The system schedule is provided under "System Scheduling and Disposition".

Other Related Records
- For administrative records relating to the system, see *ARCS* section 6 and other relevant primaries.
- For computer system backup records, see schedule 112910 in the *ARCS* manual.
- For transitory electronic data processing (EDP) records, see special schedule 102902 in the *ARCS* manual.
- For user guides and manuals, see *ARCS* 6450-80.

System Scheduling and Disposition
A system will be destroyed when the function it supports is no longer performed by the provincial government, and when the approved retention schedules covering the information on it have elapsed, or the information has been preserved elsewhere. If all data is migrated to a new system performing the same function, this ISO applies to the new system and the old system may be destroyed.

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency
> Ministry of Agriculture and Lands (MAL)
> Integrated Land Management Bureau (ILMB)
> Base Mapping and Geomatic Services

System Title
> Air Photo System (APS)

Purpose
> The purpose of the APS is to store metadata about the province's aerial photography projects, and to function as a discovery tool for photographs, film rolls and electronic scans of aerial photographs.
>
> The APS was created as a project and contract management tool in 1993 and was upgraded to an operational database in 1996/7. It currently contains aerial photography dating back to 1963.

Information Content
> APS is an Oracle database that contains film data (e.g., film roll id, dates [exposure, inspection, development, etc.], personnel involved, development information, conditions during exposure such as weather and stability and camera information), photographic data (e.g., frame number, latitude and longitude, height, angle of the sun, cloud cover and time of photo), camera calibration data, flight data, scanning project data (e.g., auditing and evaluation) and other aerial photography project data (e.g., operation number and/or name, funding/requesting agency information and request specifics, contractor contact and invoice information).

Inputs, Processes, and Outputs

> **Inputs**
> Ministry staff input all data into the APS. As air photos are scanned, attribute data is entered either manually from air survey records, or imported from datasets provided as part of an aerial photography operation.

> **Processes**
> APS stores metadata about the province's aerial photography projects, and functions as a discovery tool for photographs, film rolls and electronic scans of aerial photographs.

> **Outputs**
> The APS is accessed through the Airphoto Inventory Web Viewer which is an internet based interactive map for viewing aerial photography and aerial photography attribute information. The APS exports four non-confidential data layers (Airphoto Operation Areas, Flight Lines, Airphoto Centres, Airphoto Footprints) to the Land and Resource Data Warehouse (LRDW) weekly.

Classification

Electronic Records

Secondary No.	Secondary Title
20500-25	Aerial photography data files

Inputs

Secondary No.	Secondary Title
ARCS 146-45	Other approved agreements
ARCS 1070-20	Contract case files
20500-02	Aerial photography indices - electronic
20500-03	Aerial photography indices - Mylar masters
20500-12	Aerial survey film records – paper
20500-13	Camera calibration reports – electronic
20500-14	Camera calibration reports – hardcopy
20500-30	Aerial photography operation metadata data files

Outputs

Secondary No.	Secondary Title
ARCS 858-13	Telephone/contact lists
ARCS 935-20	Accounts receivable/invoice books
20200-20	Aerial photography annual planning project case files
20300-30	Aerial photography operation case files
20500-40	Aerial photography scanning case files

The APS exports some data to the LRDW.

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

> Ministry of Agriculture and Lands (MAL)
> Integrated Land Management Bureau (ILMB)
> Base Mapping and Geomatic Services (BMGS)

System Title

> Base Mapping and Geomatic Services (BMGS) Lab Services database

Purpose

> The purpose of the BMGS Lab Services database is to track both aerial photographic reproduction equipment as well as client complaints or issues. Complaint and issue tracking is in support of ISO 9001 non-compliance reporting.
>
> The BMGS Lab Services database was implemented in the spring of 2003.

Information Content

> The BMGS Lab Services database is an Access database that contains equipment history and maintenance data (e.g., name, manufacturer, and calibration and maintenance dates and notes) and client complaint or issue data (e.g., client name, complaint or issue, work order number, dates, and immediate and long term responses).

Inputs, Processes, and Outputs

> **Inputs**
>
> The aerial photography lab staff inputs all data into the BMGS Lab Services database based on equipment history and maintenance files and client phone calls and emails.
>
> **Processes**
>
> The BMGS Lab Services database stores equipment history and maintenance data and client complaint and issue data.
>
> **Outputs**
>
> The BMGS Lab Services database outputs consist of equipment reports, responses to clients and performance management reports.

Classification

> **Electronic Records**

Secondary No.	Secondary Title
ARCS 805-20	Imaging equipment history files
20000-25	ISO 9001:2000 non-compliance reporting data files

Inputs

Secondary No.	Secondary Title
ARCS 805-20	Imaging equipment history files
20000-02	ISO 9001:2000 non-compliance reporting

Outputs

Secondary No.	Secondary Title
ARCS 410-20	Program evaluation project files
ARCS 805-20	Imaging equipment history files
20000-02	ISO 9001:2000 non-compliance reporting

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency
    Ministry of Agriculture and Lands (MAL)
    Integrated Land Management Bureau (ILMB)
    Base Mapping and Geomatic Services

System Title
    BC Geographical Names Information System (BCGNIS)

Purpose
    The purpose of the BCGNIS is to maintain British Columbia's geographical place names.

    BCGNIS was created June 20, 1996. It utilized some data from National Resources Canada's (NRC) Canadian Geographical Names Database.

Information Content
    BCGNIS is an Oracle database that contains place name data (e.g., status of place name, origin, history and approval of place name), geographical attribute data (e.g., location by NTS map grid, latitude, longitude, feature type [e.g., hill, stream, forest] and feature history and notes) and geographical spatial data (e.g., location on provincial map and local 1:20,000 map).

Inputs, Processes, and Outputs

    Inputs
    The provincial toponymist inputs all data into BCGNIS based on British Columbia name index cards, research and approved place name proposals.

    Processes
    BCGNIS stores place name data.

    Outputs
    BCGNIS outputs consist of a digital gazetteer and public internet queries (including location tables, maps and a gazetteer). BCGNIS updates the Land and Resource Data Warehouse (LRDW) nightly. NRC uses it to update the Canadian Geographical Names Database as required and it is used to update Terrain Resource Information Management (TRIM) II.

Classification

    Electronic Records

Secondary No.	Secondary Title
20800-25	Geographical names data files

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Inputs

Secondary No.	Secondary Title
20800-03	Geographical names correspondence library
20800-02	British Columbia name index cards
20800-30	Geographical names project case files

Outputs

Secondary No.	Secondary Title
20800-05	Geographical names gazetteer - electronic
20800-30	Geographical names project case files

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Agriculture and Lands (MAL)
Integrated Land Management Bureau (ILMB)
Base Mapping and Geomatic Services

System Title

Corporate base mapping Advisory committee Mapping Projects (CAMP)

Purpose

The purpose of CAMP is to provide a means for clients to submit and track base mapping data projects and data exchange projects through a web based interface.

Information Content

CAMP is an Oracle database that contains project sponsor data (e.g., name, organization, and contact information) and project data (e.g., project type, description and details; proposed area and related NTS map sheets; base map elements and features; methods of data collection, capture and processing).

Inputs, Processes, and Outputs

Inputs

All proposal data is entered by the client who is submitting the proposal.

Processes

CAMP stores project submission data.

Outputs

CAMP outputs consist of reports which are produced 1) by the CBMAC for review of the project, and 2) by the client in order to track the proposal's progress.

Classification

Electronic Records

Secondary No.	Secondary Title
20600-25	Base mapping and data exchange project data files

Inputs

Secondary No.	Secondary Title
20600-20	Base mapping and non-SOP DEA project case files

Outputs

Secondary No.	Secondary Title
20600-20	Base mapping and non-SOP DEA project case files

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency
Ministry of Agriculture and Lands (MAL)
Integrated Land Management Bureau (ILMB)
Base Mapping and Geomatic Services (BMGS)

System Title
Corporate Watershed Base (CWB)

Purpose
The purpose of the CWB is to act as a provincial watershed atlas that defines watershed boundaries by height of land and provides a stream and lake network for water management and fisheries information. The stream and lake network displays the relationships and connectivity between water features (i.e. which rivers flow into which lakes).

Information Content
The CWB includes the names of lakes, streams and coastal features such as bays, islands and points. It also has, associated with it, other data for various water and fisheries uses, such as the gradient of the stream, how it connects up with other parts of the network (hierarchy) and stream length.

CWB was based on the TRIM Watershed Atlas (TWA) and superseded it as of 2003. TWA was implemented in June of 2000.

Inputs, Processes, and Outputs

Inputs
All the spatial and attribute data in the CWB is from Terrain Resource Information Management (TRIM). Branch staff or contractors analyze, process and manipulate the TRIM data to create the value-added CWB data.

Processes
CWB stores spatial and attribute data.

Outputs
Clients may access maps and attribute data through the Land and Resource Data Warehouse (LRDW) or may request data from staff. Data is not custom formatted, but may be selected by users according to geographic region or by watershed groups. CWB data is used for fish planning, water analysis, environmental monitoring, hydrology and watershed studies.

A simplified dataset from the CWB is exported to the Land and Resource Data Warehouse (LRDW) as needed, usually quarterly.

Classification

Electronic Records

Secondary No.   Secondary Title

20900-35   Geomatics program data files

Inputs

Secondary No.	Secondary Title
20600-03	Base maps - electronic
20900-30	Geomatics project case files

Outputs

Secondary No.	Secondary Title
20900-25	Geomatics data product data files

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency
> Ministry of Agriculture and Lands (MAL)
> Integrated Land Management Bureau (ILMB)
> Base Mapping and Geomatic Services (BMGS)

System Title
> Digital Image Services (DIS)

Purpose
> The purpose of DIS is to support the acquisition, discovery, management, and distribution of geographic digital imagery for the Province of British Columbia. In the near future, it will also provide these services for private digital image databases. Geographic digital imagery includes products such as digital elevation models (DEM), orthophotos, orthomosaics, air photos, stereo models, satellite imagery and rasterized base maps.

Information Content
> DIS is an Image Warehouse that contains geographic imagery of British Columbia and also metadata residing on an Oracle database (e.g., location and boundaries; description and purpose; contact information; creator, owner and custodian; format and representation type, administration area, and geographic names). The link between the metadata to the images and maps residing in the DIS Image Warehouse and TRIM Map Warehouse is through Image Web Server (IWS) and Web Map Server (WMS).

> DIS was initiated in June 2001.

Inputs, Processes, and Outputs

> **Inputs**
> Digital images are gathered from various sources within the branch. Branch staff and contractors re-project and reformat the data (e.g., orthomosaics and orthophotos), gather or create the metadata and link the metadata to the spatial data (i.e., images and maps) in DIS Image Warehouse).

> **Processes**
> DIS stores metadata and links it to to the spatial data (i.e., images and maps) in the DIS Image Warehouse.

> **Outputs**
> Clients access the metadata and the digital spatial images through the Base Map Online Store (BMOS). Clients are able to browse a seamless topographic map of British Columbia with an orthorectified (map-like) aerial photographic mosaic or use the Image Discovery Tool (IDT). The IDT uses the Image Web Server (IWS) which accesses both the DIS Oracle database and the images in the Warehouse in order to answer a client's query.

> Some digital image files must be purchased for analysis. These images are used by various land and resource based ministries as well as external clients (e.g., forest industry, oil and gas industry, real estates developers and local governments).

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Classification

Electronic Records

Secondary No.	Secondary Title
20900-35	Geomatics program data files

Inputs

Secondary No.	Secondary Title
20500-10	Aerial photographs – electronic
20600-03	Base maps - electronic
20900-30	Geomatics program and project case files

Outputs

Secondary No.	Secondary Title
20900-25	Geomatics data product data files

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Agriculture and Lands (MAL)
Integrated Land Management Bureau (ILMB)
Base Mapping and Geomatic Services (BMGS)

System Title

Digital Road Atlas (DRA)

Purpose

The purpose of the DRA is to provide a complete and accurate road network of all the roads in British Columbia.

Information Content

The DRA contains road data (e.g., unique road id number, name, length, type, and surface), address and navigation data (e.g., street names, address ranges and speed limits) and site data (e.g., city, latitude and longitude).

DRA was implemented in 1998.

Inputs, Processes, and Outputs

Inputs

Road and highway related spatial and attribute data is gathered from a variety of local, provincial and federal government databases as well as private data providers. Terrain Resource Information Management (TRIM) maps are the base map for the DRA. Branch staff or contractors link the relevant attribute data to the spatial data (i.e. maps) and perform quality assurance checks on the data.

Processes

DRA stores spatial and attribute data.

Outputs

Data is custom formatted by staff for use by client GIS applications. DRA data supports a variety of business applications, including ambulance and police services, transportation, forestry and various socio-economic applications.

A simplified dataset from the DRA is exported to the Land and Resource Data Warehouse (LRDW) semi-annually.

Classification

Electronic Records

Secondary No.	**Secondary Title**
20900-35	Geomatics program data files

Inputs

Secondary No.	Secondary Title
20600-03	Base maps - electronic
20900-30	Geomatics program and project case files

Outputs

Secondary No.	Secondary Title
20900-25	Geomatics data product data files

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency

Ministry of Agriculture and Lands (MAL)
Integrated Land Management Bureau (ILMB)
Base Mapping and Geomatic Services (BMGS)

System Title

Intelligent Terrain Resource Information Management (iTRIM)

Purpose

The purpose of iTRIM is to provide an integrated, seamless, feature-based data base for clients.

Information Content

iTRIM includes spatial and attribute data about a wide variety of provincial features (e.g., hydrographic, transportation, landform, and land cover).

iTRIM will be implemented by March 31, 2008.

Inputs, Processes, and Outputs

Inputs

Branch staff and contractors use TRIM spatial data (i.e., digital base maps) and process it according to standards and specifications to produce the iTRIM database.

Processes

iTRIM stores spatial and attribute data.

Outputs

Clients may access the spatial and attribute data through the Base Map Online Store (BMOS). Data may also be custom formatted by staff for use by client GIS applications.

iTRIM is not exported to the Land and Resource Data Warehouse (LRDW).

Classification

Electronic Records

Secondary No.	Secondary Title
20900-35	Geomatics program data files

Inputs

Secondary No.	Secondary Title
20600-03	Base maps - electronic
20900-30	Geomatics program and project case files

Outputs

Secondary No.	Secondary Title
20900-25	Geomatics data product data files

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency
> Ministry of Agriculture and Lands (MAL)
> Integrated Land Management Bureau (ILMB)
> Base Mapping and Geomatic Services (BMGS)

System Title
> Management of Survey Control Operations and Tasks (MASCOT)

Purpose
> The purpose of MASCOT is to establish and maintain provincial geodetic references of the 50,000+ physical monuments and 20+ Global Positioning System (GPS)/Global Navigation Satellite System (GNSS) reference stations throughout the province and to provide their latitude, longitude, elevation and gravity and related data for public access and use.

Information Content
> MASCOT is a geodetic control survey database with monument data (e.g., latitude, longitude, elevation and gravity; map sheet name and number; type and condition; survey connections, history and pertinent dates).
>
> The original MASCOT was a Powerhouse database which ran on a VAX system. It was developed by the Alberta Government during the 1980's, became operational there in 1988 and was implemented in BC in 1993. Both provinces converted to an Oracle database in 2003.

Inputs, Processes, and Outputs

> **Inputs**
> Branch staff update MASCOT based on the creation of new monuments and the maintenance and replacement of old monuments. Monuments includes both physical monuments as well as GPS reference stations.
>
> **Processes**
> MASCOT stores monument data. It also provides a link to a sketch of the monument site.
>
> **Outputs**
> Monument information is supplied to clients via the internet. There are occasionally ad hoc error and statistical reports.

Classification

> **Electronic Records**

Secondary No.	Secondary Title
20700-35	Monument data files

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Inputs

Secondary No.	Secondary Title
20700-30	GPS reference station case files
20700-40	Monument replacement and creation project case files

Outputs

Secondary No.	Secondary Title
20000-02	ISO 9001:2000 non-compliance reporting
20700-02	Geo-spatial referencing program tracking

INFORMATION SYSTEM OVERVIEW

Name of Creating Agency
Ministry of Agriculture and Lands (MAL)
Integrated Land Management Bureau (ILMB)
Base Mapping and Geomatic Services (BMGS)

System Title
TEAMTrack

Purpose
The purpose of TEAMTrack is to provide customers of Digital Road Atlas (DRA) Program with a means of reporting and tracking DRA errors. Staff are then able to respond to DRA defects. This process is in support of ISO 9001:2000 non-compliance reporting.

Information Content
TEAMTrack is an off the shelf database which has been customized to track DRA error reports. TEAMTrack contains error reporting data (e.g., title and description, severity, location, mapsheet ID, land features, and place name) data about the submitter (e.g., email address and company name) and staff response data (i.e., current staff assignment, priority, status and comments).

It also contains staff and customer system access data (e.g., company and individual name, contact information and passwords).

TEAMTrack was implemented in 2000.

Inputs, Processes, and Outputs

Inputs
Customers use a licensed client instance of TEAMTrack to input error report data and user data into the database via an internet connection. Staff input their actions and responses to the error reports.

Processes
TEAMTrack stores TEAM error reports and end user data. It is able to search the error reports by keywords or submitter. TEAMTrack also creates folders which track a submitter's error reports and updates any error reports which have been resolved. TEAMTrack emails alerts to staff when the error report has been assigned to them.

Outputs
Customers may use built-in reports or may create customized reports using any of the available data. There are no operational staff reports.

Classification

Electronic Records

Secondary No.	Secondary Title
20000-25	ISO 9001:2000 non-compliance reporting data files

Inputs

Secondary No.	Secondary Title
20000-02	ISO 9001:2000 non-compliance reporting

Outputs

Secondary No.	Secondary Title
20000-02	ISO 9001:2000 non-compliance reporting

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INFORMATION SYSTEM OVERVIEW

Name of Creating Agency
> Ministry of Agriculture and Lands (MAL)
> Integrated Land Management Bureau (ILMB)
> Base Mapping and Geomatic Services (BMGS)

System Title
> TRIMTrack

Purpose
> The purpose of TRIMTrack is to provide customers of Terrain Resource Information Management (TRIM) Program with a means of reporting and tracking TRIM errors. Staff are then able to respond to TRIM defects. This process is in support of ISO 9001:2000 non-compliance reporting.

Information Content
> TRIMTrack is an off the shelf database (TeamTrack) which has been customized to track TRIM error reports and is accessible through the BMGS web site. TRIMTrack contains error reporting data (e.g., title and description, severity, location, mapsheet ID, land features, and place name) data about the submitter (e.g., email address and company name) and staff response data (i.e., current staff assignment, priority, status and comments).

> It also contains staff and customer system access data (e.g., company and individual name, contact information and passwords).

> TRIMTrack was implemented in early 2004.

Inputs, Processes, and Outputs

> **Inputs**
> Customers input error report data and user data through forms on the web site. Staff input their actions and responses to the error reports.

> **Processes**
> TRIMTrack stores TRIM error reports and end user data. It is able to search the error reports by keywords or submitter. TRIMTrack also creates folders which track a submitter's error reports and updates any error reports which have been resolved. TRIMTrack emails alerts to staff when the error report has been assigned to them.

> **Outputs**
> Customers may use built-in reports or may create customized reports using any of the available data. There are no operational staff reports.

Classification

> **Electronic Records**

> > **Secondary No.   Secondary Title**

      20000-25   ISO 9001:2000 non-compliance reporting data files

Inputs

Secondary No.	Secondary Title
20000-02	ISO 9001:2000 non-compliance reporting

Outputs

Secondary No.	Secondary Title
20000-02	ISO 9001:2000 non-compliance reporting

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APPENDICES

TABLE OF CONTENTS

Primary/ Secondary	Title	Type of Change	New retention period A/SA/FD
20500	**AERIAL PHOTOGRAPHY - STORAGE**	Updates to scope note to reflect current procedures and terminology. OPR updated. Public Use Records (PUR) designations removed throughout primary.	
20500-02,-03, -05,-06, -10,-11, -12,-13, -14,-15, and -25	Various	SO note updated to change "aerial photography warehouse" to "Air Photo Warehouse."	N/A
20500-08	Aerial photography operations maps – proposed – electronic	New covers qualifier added.	N/A
20500-09	Aerial photographs – contact prints	Contact prints will be transferred to the University of British Columbia Library or a similar institution.	SO/nil/OD

A = Active	CY = Calendar Year	SO = Superseded or Obsolete
SA = Semi-active	FY = Fiscal Year	DE = Destruction
FD = Final Disposition	NA = Not Applicable	SR = Selective Retention
FOI = Freedom of Information/Privacy	w = week m = month	FR = Full Retention
PIB = Personal Information Bank	y = year	OD = Other Disposition
OPR = Office of Primary Responsibility	VR = Vital Records	

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<u>SUBJECT HEADINGS</u>   <u>PRIMARY NUMBERS</u>

BASE MAPPING AND GEOMATICS

OPERATIONAL RECORDS CLASSIFICATION SYSTEM (*ORCS*)

<u>INDEX</u>

This index provides an alphabetical guide to *ORCS* subject headings and relevant primary number(s). It should enable the user to locate the primary number(s) in which documents relating to a specific subject or function may be classified. It should also aid the user in retrieving, by subject, documents which have been classified and filed.

Employees responsible for records classification should use this index as a means of access to the contents of *ORCS*. Once they have located what appear to be relevant index entries for a given subject, they should refer to the primary or primaries listed in order to determine which is the correct classification and also to determine the correct secondary. Often, the primary scope notes will clarify whether or not a document should be classified in a given primary. Primary scope notes should be read carefully as they delineate a primary's subject and content.

This index contains an alphabetical listing of:
- a)   all keywords which appear in primary titles;
- b)   all keywords which appear in secondary titles;
- c)   keywords which appear in primary scope notes;
- d)   common synonyms for indexed keywords; and
- e)   common abbreviations.

<u>Cross-references</u>:

"See" references indicate that the subject heading sought is indexed under an alternate entry (a more appropriate keyword, a full or official name, etc.).

"See also" references are used when additional information can be found in another entry.

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SUBJECT HEADINGS	PRIMARY NUMBERS
- A -	

ACCOUNTS
- payable	*ARCS* 925
- receivable	*ARCS* 935

ACQUISITIONS, AERIAL PHOTOGRAPHY	20300

AERIAL TRIANGULATION
- aerial scans	20600
- release forms	20600
- reports	20600

AERIAL PHOTOGRAPHY	20500
- acquisitions	20300
- annual planning budget development	20200
- annual planning final reports	20200
- annual planning project	20200
- auditing	20500
- client relations	20300
- color evaluation reports	20500
- copyright agreements, contracts, purchase orders	20300
- indices	20500
- key maps	20500
- operation	20300
- operations maps	20500
- progress reports	20500
- reproduction	20400
- reproduction work orders	20400
- scanning	20500
- shape files	20500
- storage	20500

AERIAL SURVEY FILM RECORDS	20500

AGREEMENTS, AERIAL PHOTOGRAPH COPYRIGHT	20300

ANNUAL PLANNING AERIAL PHOTOGRAPHY PROJECT	20200

ANNUAL PROJECT MAPS	20000

AREA AND PLOT OUTLINES	20300

AUDITING
- aerial photographs	20500
- base mapping reports	20600
- base mapping sample sheets	20600

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<u>SUBJECT HEADINGS</u>   <u>PRIMARY NUMBERS</u>

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BASE MAPPING AND GEOMATICS POLICY	20100
BASE MAPPING	
- audit reports	20600
- audit sample sheets	20600
- audits	20600
- committees	20000
- inspection reports	20600
- orders	20600
- project	20600
- quality assurance	20600
- reproduction	20600
- tracking	20600
- translation reports	20600
BC GEOGRAPHICAL NAMES INFORMATION SYSTEM (BCGNIS)	20800
BCACS (BRITISH COLUMBIA ACTIVE CONTROL SYSTEM)	20700
BCGNIS (BC GEOGRAPHICAL NAMES INFORMATION SYSTEM)	20800
BENCHMARK AERIAL PHOTOGRAPHS AND METADATA CARDS	20400
BEST PRACTICES (See POLICY DEVELOPMENT)	
BRIEFING NOTES	*ARCS* 280
BRITISH COLUMBIA ACTIVE CONTROL SYSTEM (BCACS)	20700
BRITISH COLUMBIA NAME INDEX CARDS	20800
BRITISH COLUMBIA PLACE NAMES	20800

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CABINET SUBMISSIONS	*ARCS* 201
CAMERA CALIBRATION REPORTS	20500

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SUBJECT HEADINGS	PRIMARY NUMBERS
GEOMATICS	
- committees	20000
- data product	20900
- program	20900
- tracking	20900
- projects	20900
GEO-SPATIAL REFERENCE (GSR)	20700
GPS (GLOBAL POSITIONING SYSTEM)	20700
- reference station	20700
GRIDDED DIGITAL ELEVATION MODELS (DEM)	20600
GSR (GEO-SPATIAL REFERENCE)	20700
- enhancement projects	20700
- maintenance projects	20700
- program	20700
- tracking	20700
- special projects	20700
GUIDELINES (See POLICY DEVELOPMENT)	

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IMAGE WAREHOUSE DIS	20900
INDEX CARDS BRITISH COLUMBIA NAME	20800
INDICES, AERIAL PHOTOGRAPHY	20500
INSPECTION REPORTS BASE MAPPING	20600
INTELLIGENT TERRAIN RESOURCE INFORMATION MANAGEMENT (iTRIM)	20900
ISO 9001:2000 NON-COMPLIANCE REPORTING	20000
ISSUES, CLIENT	20000
iTRIM (INTELLIGENT TERRAIN RESOURCE INFORMATION MANAGEMENT)	20900

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SUBJECT HEADINGS	PRIMARY NUMBERS
PROJECTS	
- aerial photography annual planning	20200
- base mapping	20600
- DEA non-standard	20600
- geomatics	20900
- geographical names	20800
- GSR enhancement	20700
- GSR maintenance	20700
- GSR special	20700
- monument replacement and creation	20700
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PROVINCIAL BASE MAPPING ADVISORY COMMITTEE (PBMAC)	20000
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- geographical names	20800
REFERENCE STATION, GPS	20700
RELEASE FORMS AERIAL TRIANGULATION	20600
REPORTS	
- annual aerial photography planning	20200
- aerial photography color evaluation	20500
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- base mapping translation	20600

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SUBJECT HEADINGS	PRIMARY NUMBERS
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- camera calibration	20500
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- aerial photography work orders	20400
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STEREO MODELS PRE-SET	20600
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- aerial photography	20500
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TERRAIN RESOURCE INFORMATION MANAGEMENT (TRIM)	20900
TOPONYMY	20800
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- base mapping	20600
- base mapping and geomatics policy	20100

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